

## OSHA BUREAU CHIEF

This is professional, administrative, and supervisory work in directing a major bureau within the Occupational Safety and Health Division of the North Carolina Department of Labor. The Bureau Chief is responsible for planning, coordinating, and evaluating a statewide program ensuring the enforcement and implementation of the provisions of the North Carolina Occupational Safety and Health Act, the Migrant Housing Act and related statutes. Work includes overseeing development of standards, rules, policies and procedures. The Bureau Chief supervises and directs other supervisory, professional and support staff in one of the three major OSHA program areas: compliance, consultation, or education, training and technical assistance. Employee acts as liaison between the Division's upper level management and program area or district offices. Work is performed under the general supervision of the Deputy Commissioner for OSHA or the Assistant Deputy Commissioner for OSHA and evaluated through periodic conferences and reports for the effectiveness of the assigned component of the statewide occupational health and safety program.

### SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning – The Bureau Chief is responsible for overseeing development of a program strategy for enforcing, consulting and educating employers and employees on the provisions of the North Carolina Occupational Safety and Health Act, the Migrant Housing Act and related statutes. Employee establishes the Bureau's long and short-term goals and objectives, which includes consideration of the nature, degree and extent to which changes in workforce accident statistics, growth of new industries and new technology affect the Bureau's resources available in the field. Resource needs are projected based on trend analysis, staffing and financial considerations. The Bureau Chief oversees the development of individual work plans and training needs for professional, administrative and office staff both directly and through supervisors.

Organizing and Directing – The Bureau Chief evaluates policies and objectives for the effective administration of the act and for improvement of relations among personnel, employers, employees, other government agencies, and the general public. Employee meets with the Deputy Commissioner or Assistant Deputy Commissioner on a regular basis to monitor accomplishment of goals and objectives. The Bureau Chief is responsible for assuring that the units within the Bureau are organized to assure optimum effectiveness and utilization of manpower. Operating methods and procedures are changed in order to expedite processing of Bureau business and to meet goals.

Budgeting – The Bureau Chief manages the Bureau budget and monitors expenses, recommends changes, and prepares information for the annual grant applications.

Training – Employee provides general oversight for orientation and training programs developed for field and local office staff. Work involves identifying training opportunities and resources inside and outside of the Department that would benefit subordinates.

Setting Work Standards – The Bureau Chief oversees development and maintenance of operations manuals to provide instructions for Bureau staff relative to program strategies and general policies and procedures. Work involves revising work methods and initiating and proposing changes in the administrative rules and legislation enforced by the Bureaus.

The Bureau Chief reviews and revises standards to assure Bureau staff is interpreting and applying the Acts in controversial cases in a manner consistent with legislative intent. In conjunction with higher-level managers, employee develops quality and quantity work standards for professional, administrative and support staff.

Reviewing Work – The Bureau Chief reviews all aspects of the Bureau's work assuring conformance with the organization's goals and mission. Work includes reviewing inspection, training and consulting methods and written materials to assure quality, quantity and timeliness of work meets Bureaus work standards.

Counseling and Disciplining – The Bureau Chief is involved in disciplinary actions for local and field staff and is directly responsible for administrative and office support personnel. The Deputy Commissioner and the Human Resources Division approve recommendations by the Bureau Chief for termination. The Bureau Chief consults with Human Resources to ensure that action taken is in conformance to department policies and regulations.

Performing Other Personnel Functions – The Bureau Chief, in consultation with the Deputy Commissioner or Assistant Deputy Commissioner, recommends the Bureau's hiring selection for vacancies, promotions, disciplinary actions, dismissals, re-assignments and salary adjustments for employees. Employee conducts annual performance evaluations for employees under his/her direct supervision and makes recommendations regarding salary adjustments and increases and ensures that supervisors fulfill these functions with their employees.

#### SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee is responsible for maintaining and improving effective safety and health efforts across the State. This includes identifying emerging trends by reviewing accident statistics, growth of new industries, and hazards related to emerging new technologies and materials. Work is periodically impacted by court decisions that may provide new precedents and interpretations, administrative positions taken by the Department and alterations in internal work methods and procedures.

Variety of Work Supervised – The Bureau Chief is ultimately responsible for administratively and technically and/or administratively supervising all staff and operations within the Bureau.

Number of Employees Responsible For - Employee directly supervises program and/or field supervisors responsible for either assigned district areas within the State or statewide programs or a combination of both. Workforce varies from approximately thirty to seventy.

III. EXTENT OF SUPERVISION RECEIVED – Work is performed independently under the general direction of the Deputy Commissioner or Assistant Deputy Commissioner and is evaluated through periodic conferences and review of written reports.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities - Thorough knowledge of the Federal and State Occupational Safety and Health standards, and the provisions, policies and requirements promulgated under the OSH Act of 1970 and NC Occupational Safety and Health Act of 1973 and amendments. Considerable knowledge of the technical operations and safety practices of North Carolina industries. Knowledge of federal and state grant and budget submission and justification principles and practices. Thorough knowledge of principles and theories of education and training. Ability to understand and interpret laws, standards, and regulations applicable to diverse workplaces. Ability to establish and maintain effective working relationships with management, Federal and State officials, and the general public. Ability to formulate, present and defend an operational budget. Ability to communicate effectively in written and oral form. Ability to direct and manage a diverse workforce with job assignments as trainers, standards officers, industrial hygiene and safety consultants and inspectors in the field and office staff. Ability to make public presentations.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in chemistry, physics, biology, industrial hygiene, mechanical engineering, chemical engineering, industrial management, industrial arts, industrial engineering, engineering operations or a closely related curriculum and six years of progressive experience in occupational and safety and health or industrial hygiene inspections, including at least two years in supervisory, administrative and/or managerial capacity with responsibility for day to day compliance operations and procedures; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this classification and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this classification, but may not be applicable to all positions.